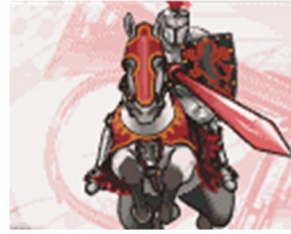


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# Hellgate High School



## FINANCE ACADEMY CURRICULUM GUIDEBOOK



## TABLE OF CONTENTS

NCAC Standards of Practice.....	3
Academy Course Pathway.....	4
Course Descriptions	
Academy Foundation Courses	
21 <sup>st</sup> Century Career Essentials.....	5
Foundations of Personal Finance.....	6
Academy Courses (Recommended Regardless of Pathway Designation)	
Intro to Business Economics.....	8
Intro to Business.....	10
Technical Writing.....	11
Financial Algebra.....	12
Accounting Pathway Courses	
Accounting 1.....	14
Quickbooks.....	15
Accounting 2.....	16
Accounting 3.....	17
Banking Pathway Courses	
Banking Practices.....	18
Financial Planning Pathway Courses	
Advanced Finance.....	20

### Mission Statement:

**It is the mission of Hellgate Finance Academy to provide educational pathways to career fields in accounting, banking, and financial planning. These rigorous courses of study will provide each student with opportunities to develop specific financial skills, content knowledge, and business behaviors necessary to be successful entering the workforce upon high school graduation, or to continue their education to attain a two or four year college degree. We aim to prepare a workforce ready to meet the challenges of the twenty-first century.**

## NATIONAL CAREER ACADEMY COALITION STANDARDS OF PRACTICE

### **I. Defined Mission and Goals**

The career academy has a written definition of its mission, goals, and benchmarks. These are developed by and available to the administrators, teachers, students, parents, advisory board, and others involved in the academy.

### **II. Academy Design**

An academy has a well-defined design within the high school, reflecting its status as a small learning community.

### **III. Host Community and High School**

Career academies exist in a variety of district and high school contexts, which are important determinants of an academy's success.

### **IV. Faculty and Staff**

Appropriate staff selection, leadership, credentialing, and cooperation are critical to an academy's success.

### **V. Professional Development and Continuous Learning**

Since an academy places teachers and other adults into roles not normally included in their previous training, providing adequate professional development time, leadership, and support is critical.

### **VI. Governance and Leadership**

The academy has a governing structure that incorporates the explicit roles of all stakeholders and the leaders of the advisory board.

### **VII. Teaching and Learning**

The teaching and learning within an academy meets or exceeds external standards and college entrance requirements while differing from a comprehensive high school by focusing learning around a theme.

### **VIII. Employer, Post Secondary Education, and Community Involvement**

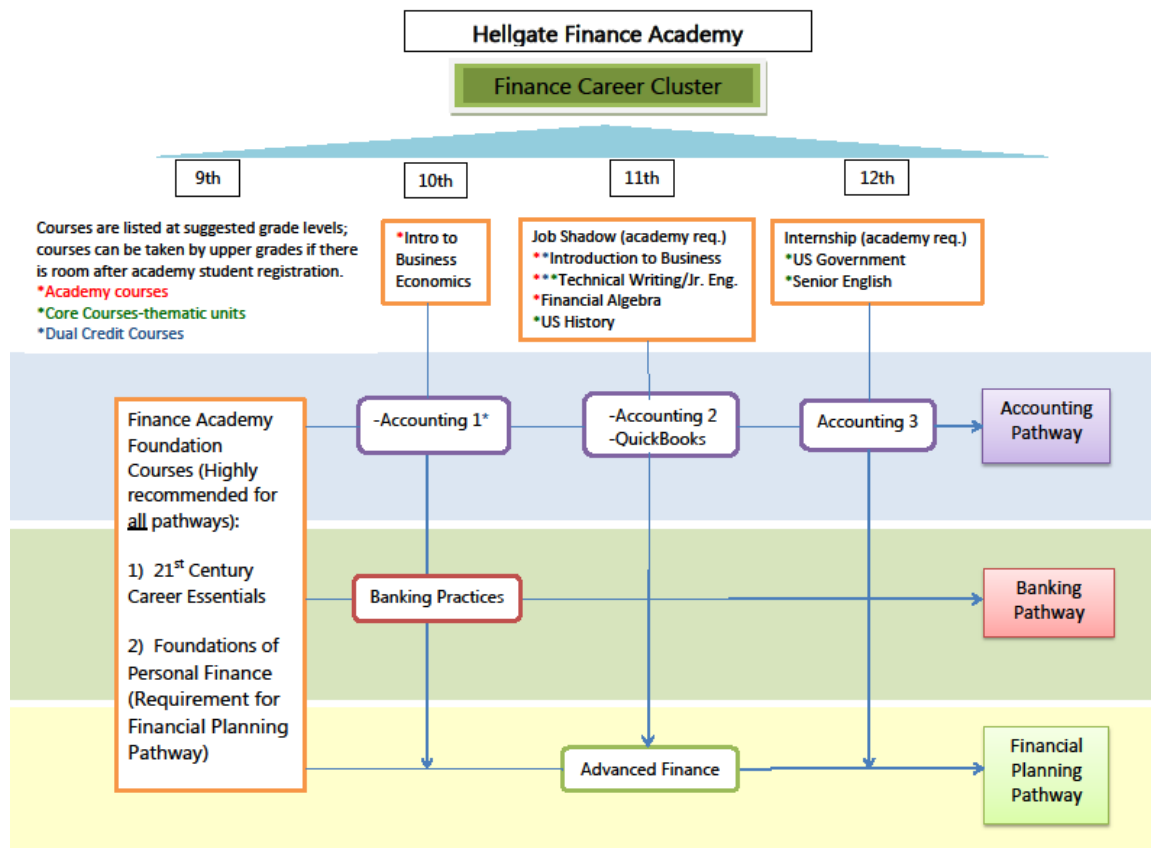
A career academy links high school to its host community and involves members of the employer, postsecondary education, and civic community in certain aspects of its operation.

### **IX. Student Assessment**

Improvements in student performance are central to an academy's mission. It is important to gather data that reflect whether students are showing improvement and to report these accurately and fairly to maintain the academy's integrity.

### **X. Sustainability**

No new academy functions perfectly. Even well established and highly functioning academies benefit from self-examination and refinement. Ensuring and improving the quality of a career academy requires engaging in a regular cycle of improvement.



**Benefits of the Finance Academy to students include opportunities in:**

- **Job Shadows**
- **Internships**
- **Dual Credit**
  - **Intro to Business**
  - **Technical Writing**
  - **Accounting 1**
- **Industry Certification**
  - **QuickBooks certification through Certiport**
  - **Teller Workshop Certification**
  - **Customer Service Certification**
- **Thematic units of study**
  - **Math, US Government, English**

**Criteria for earning the Finance Academy designation on the student transcript include successful completion of:**

- **Six semesters of Finance Academy coursework**
- **A job shadow**
- **An internship**

*Industry certification(s) may also be earned through the completion of certain class coursework, workshops or industry based tests. Special designation will also be awarded on the student transcript for completion of a career pathway.*

## 21<sup>st</sup> Century Career Essentials

### Grades 9-12

**Units of Credit:** One Semester (Elective), meets the Practical Arts requirement for MCPS graduation

**Finance Academy Prerequisites:** Highly recommended for all Finance Academy Pathway Courses

**Non-Prerequisites:** None

**Course Description:** This cutting edge curriculum integrates the theme of career and life planning into the traditional subjects of English, math, and social studies. Through an interdisciplinary approach grounded in real-life activities, students find the answer to the age-old question: ‘Why is education important?’ To prosper in the 21<sup>st</sup> century workplace, an exceptional education is critical. The students work through a self-discovery process in which they gain the understanding of how life satisfaction and academic achievement are linked, and how necessary it is for them to make this personal investment.

Academic success lies in the ability to visualize the future and set goals aimed at achieving that vision. This course helps students develop skills to visualize their adult lives and understand the aftereffects of today’s choices. They generate a vision for their future which includes realistic life plans. This curriculum’s unique 10-year financial planning strategy provides an opportunity for students to evaluate: 1) what type of lifestyle will I be able to have with my current career choice(s), and 2) what types of careers will be able to financially provide for the lifestyle I want to live.

Through viewing vital personal information, a high level of self-reflection is nurtured, which is critical to the successful transition from youth to adult, student to worker. By incorporating a career and life-planning theme into academic subjects, several important goals are achieved:

- ✓ Students recognize the value of education.
- ✓ Students become identity-achieved, which builds self-esteem and character.
- ✓ Students learn a life and career planning process they can use again and again.
- ✓ Academic subjects take on a new meaning.

#### **Units of Study:**

- Envision the Future-
  - Assemble a career portfolio
- Develop Personal Profile
  - Qualities and characteristics of unique identity
- Lifestyles
- What Cost This Lifestyle
- Career Choices/Research.
- Decision Making
- Goal Setting
- Avoiding Detours and Roadblocks
- Attitude is Everything
- Getting Experience
- Where Do You Go From Here?

## Foundations of Personal Finance

### Grades 9-12

**Units of Credit:** One Semester (Elective), meets the Practical Arts requirement for MCPS graduation

**Finance Academy Prerequisites:** Highly recommended for all Finance Academy Pathway Courses and is a requirement for Advanced Finance

**Non-Prerequisites:** None

**Course Description:** The growing emphasis on financial literacy has highlighted the need for students to learn how to navigate the financial decisions they must make and how to make informed decisions related to managing finances: budgeting; saving; investing; living independently; earning and reporting income; buying goods and services; and, using credit, banking, and protecting against fraud. This course generates language to develop personal financial independence to be financially fit, and generates knowledge to develop personal financial information through the engagement with community resources. Electronic office technology is used when appropriate, such as ten-key calculators, word processing, and/or spreadsheets. Students are assessed on completion of projects and stimulation exercises, and performance on practical application exams.

### **Units of Study** -Topics

#### **Money:**

- What is Money
- What is the Value of Money
- History of Money
- Federal Reserve Bank roles and responsibilities

#### **Personal Decision Making:**

- Use rational decision-making process as it applies to the roles of citizens, workers, and consumers.
  - Needs vs. Wants
  - Pay yourself first
  - Budgeting (monthly) - living on your own (i.e. rent, utilities, clothes, food, and all other expenses)

#### **Earning/Reporting Income:**

- Identify various forms of income and analyze factors that affect income as part of the career decision-making process.
  - Earned Income/Unearned Income
  - Minimum Wage (Federal /State)/Living Wages
  - Pay checks/Payroll deductions
  - Taxes, W-4 & W-2, Filing tax-returns – types and reasons for

#### **Managing Finances, Savings & Budgeting:**

- Develop and evaluate a spending/savings/investment plan.
  - Inflation
  - Time Value of Money – making interest, types of interest
  - Methods of Saving/Investing: CDs, Money Markets, Stocks, Basics Savings Accounts (Diversified Portfolio)
  - Impulse Buying
  - Unexpected Costs/Emergency Funds

**Banking & Financial Institutions:**

- Evaluate services provided by financial deposit institutions to transfer funds.
  - Financial institutions – Banks and Credit Unions
  - Checking accounts, writing checks and reconciliation
  - Debit/Credit Cards/ATMs
  - On-Line banking

**Using Credit:**

- Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of credit.
  - Credit Cards – History, Types, Rates, Applications, Stipulations, and Merchant Cost
  - Identity Theft
  - Loans – Types, Figuring, Interest, and Collateral
  - Minors and Contracts/Co-signing
  - Credit Reporting & Score/References
  - Adverse Benefits of Poor Credit—Collections

## **Intro to Business Economics**

### **Grades 10-12**

**Units of Credit:** One Semester (Elective), meets the Practical Arts requirement for MCPS graduation

**Finance Academy Prerequisites:** -Suggested 21<sup>st</sup> Century Career Essentials, Foundations of Personal Finance  
-Highly recommended for all Finance Academy Pathways

**Non-Prerequisites:** None

**Course Description:** This course blends economics curriculum with personal finance to encourage the student to develop a free market way of thinking. Basic economic theories are introduced using practical applications to integrate personal finance concepts. Cumulatively, this course's units are a new approach to learning economics while strengthening understanding of global trade, government structures, business organizations, and financial institutions.

**Units of Study** - Topics

#### **Introduction to Economics:**

- The Free Market System-
  - What is a Free Market
  - Principles and Goals of Free Markets
  - Types of Economic Systems
- The Economist's Toolkit-
  - Methodology of Economics
  - Applying Graphs to Economics
  - Opportunity cost
  - Production Possibilities Curve
  - Sources of Economic Growth

#### **Free Markets in Action:**

- Market Demand-
  - The Law of Demand
  - Shifts in the Demand Curve
  - Elasticity of Demand
- Market Supply and Price Determination--
  - The Law of Supply
  - Shifts in the Supply Curve
  - The Free Market Price
  - Role of Government in a Free Market System
- Market Structures-
  - Perfect Competition and Monopoly
  - Monopolistic—Competition Among Many Small Sellers
  - Oligopoly—Competition Among a Few Large Sellers

#### **Business In Action:**

- Business Organizations
- Capital Growth
- Changes in the Economy Impact on Capital



**Financial Institutions and Markets:**

- Banking Services
- Business Banking and Capital Markets
- Labor Movement and Markets
- Consumer Debt and Bankruptcy

**Measure Economic Performance:**

- Gross Domestic Product
- Business Cycles and Economic Growth
- Unemployment Rates-
  - Types of Unemployment
  - Cyclical Unemployment
  - Impact of Unemployment
- Inflation in U.S.-
  - Impact of Inflation
  - Patterns of Inflation
  - Inflation Causes and Effects

**Government in the Macro Economy:**

- Government Spending and Taxing-
  - Fiscal Policy
  - Government Budgets and Types of Taxes
  - Budget Deficits and the National Debt
- Federal Reserve System-
  - Structure of the Federal Reserve System
  - What the Federal Reserve Bank Does
- Monetary Policy

**Global Trade:**

- International Trade-
  - Why Nations Trade
  - Barriers to Free Trade
  - Measures of Trade

## Introduction to Business

### Grades 11-12

**Units of Credit:** One Semester (Elective), meets the Practical Arts requirement for MCPS graduation

**Finance Academy Prerequisite:** -Suggested 21<sup>st</sup> Century Career Essentials, Foundations of Personal Finance

**Non- Academy Prerequisite:** None

**Dual Credit Option:** 3 credit offering with Missoula College, Introduction to Business (BUS105S); credit earned and designated on college transcript with a passing grade on college course final exam (see syllabus)

**Course Overview:** As an introduction to the world of business, this course studies business systems, capitalism, and other economic environments. Examining types of business organizations, management, marketing, production, labor, financing, and business/governmental regulations will broaden and deepen the student's knowledge about business. Focus is on the entrepreneurial business person and global competition.

**STUDENT PERFORMANCE OUTCOMES** (upon completion of this course, the student will be able to):

- Analyze economic systems including capitalism, socialism, and communism and compare development of economic systems; how businesses operate within those systems; and the impact on business, society, and the individual.
- Demonstrate understanding of the profound technological and economic changes over the past 100 years particularly in the areas of globalization and international business and the impact on work and social structure.
- Discuss and create solutions to case studies relative to management, motivation, and leadership theories.
- Identify the processes used to accomplish organizational goals through planning, organizing, leading, and controlling people and other organizational resources.
- Differentiate among Theories X, Y, and Z; Taylor's Scientific Management Theory; Hawthorne Theory; Herzberg Theory; and Expectancy, Reinforcement, and Equity Theories to explore the relationships between businesses and their stakeholders.
- Explore changes in social demographics, demographic trends, and their effects on businesses.
- Apply concepts of social responsibility in relation to business ethics, environmental concerns, and equal opportunity in employment.
- Analyze concepts of business financial control including accounting, banking, management, budgets, and investments.
- Analyze marketing concepts including product, pricing, promotion, wholesaling, retailing, and distribution.
- Problem-solve and formulate appropriate business responses to a variety of social issues such as multi-cultural/diverse populations, globalization, social responsibility, ethics, and environmental sustainability.
- Produce projects which require research, data compilation, data interpretation, and evaluation.
- Integrate into projects the concepts of price-market mechanisms, stock markets, unions, marketing, entrepreneurial ventures, forecasts, trends, and financial institutions as they impact business and society.

## Technical Writing

### Grade 11

**Units of Credit:** Though this curriculum is one semester in length, it will be integrated into the English 3 curriculum year-long for juniors and will meet the English requirement for MCPS graduation.

**Finance Academy Prerequisite:** -21<sup>st</sup> Century Career Essentials, Foundations of Personal Finance  
-Recommend for all Career Pathways in the Finance Academy

**Non- Academy Prerequisite:** None

**Dual Credit Option:** 3 credit offering with Missoula College, Technical Writing credit earned and designated on college transcript with a passing grade on college course final exam (see syllabus)

**Course Description:**

“This course is designed to help you develop skills that will enable you to produce clear and effective scientific and technical documents. The focus will be on basic principles of good writing-which scientific and technical writing shares with other forms of writing-and on types of documents common in scientific and technical fields and organizations. While the emphasis will be on writing, oral communication of scientific and technical information will form an important component of the course, as well” (MIT).

\* Tailored to meet dual-credit requirements and business partners’ recommendations

**Topics:**

- The technical writing process, including sentence, paragraph, and document organization, editing and revision
- Communication strategies, both oral and written
- Presentation strategies, both verbal and visual
- Technical writing documents-
  - Instructions
  - Resumes
  - Cover letters
  - Applications
  - Interviews
  - Manuals
  - Research articles
  - Newsletter and other publication articles
  - Project proposals
  - Client reports
  - Essays addressing industry specified prompts
  - Appropriate email correspondence
  - Estimates or job specific quotes
  - Etc.

## Financial Algebra

### Grades 11-12

**Units of Credit:** One Year-Long Math credit, meets requirement for MCPS graduation

**Finance Academy Prerequisites:** Highly recommended for both Accounting and Banking Pathways and is a requirement for Financial Planning Pathway

**Other Prerequisites:** Algebra 1

**Course Description:** This mathematical modeling course is algebra-based, applications-oriented, and technology-dependent. The course addresses college preparatory mathematics topics from Advanced Algebra, Statistics, Probability, Pre-Calculus, and Calculus under seven financial umbrellas: banking, investing, credit, employment, income taxes, automobile ownership, independent living, and retirement planning and household budgeting. This course allows students to experience the interrelatedness of mathematical topics, find patterns, make conjectures, and extrapolate from known situations to unknown situations. The mathematics topics contained in this course are introduced, developed, and applied in an as-needed format in the financial settings covered. Students are encouraged to use a variety of problem-solving skills and strategies in real-world contexts, and to question outcomes using mathematical analysis and data to support their findings. The course offers students multiple opportunities to use, construct, question, model, and interpret financial situations through symbolic algebraic representations, graphical representations, geometric representations, and verbal representations. It provides students a motivating, young-adult centered financial context for understanding and applying mathematics they are guaranteed to use in the future and is aligned with the Common Core State Standards, as stated in this excerpt: *“all students should be strongly encouraged to take math in all years of high school. ...An array of challenging options will keep math relevant for students, and give them a new set of tools for their futures...”* From the Common Core State Standards

### **Units of Study**

#### Topics

#### **The Stock Market:**

- Business Organization
- Stock Market Data and Data Charts
- Simple Moving Averages
- Stock Market Ticker, Transactions, and Fees
- Stock Splits
- Dividend Income

#### **Modeling a Business:**

- Interpret Scatterplots
- Linear Regression
- Supply and Demand
- Fixed and Variable Expenses
- Graphs of Expense and Revenue Functions
- Breakeven Analysis
- The Profit Equation
- Mathematically Modeling a Business

**Banking Services:**

- Checking and Savings Accounts
- Reconcile a Bank Statement
- Compound Interest Formula
- Continuous Compounding
- Future Value of Investments
- Present Value of Investments

**Consumer Credit:**

- Introduction to Consumer Credit
- Loan Calculations and Regression
- Credit Cards and Statements
- Average Daily Balance

**Automobile Ownership:**

- Buy or Sell a Car
- Graph Frequency Distributions
- Automobile Insurance
- Linear Automobile Depreciation
- Historical and Exponential Depreciation
- Driving and Accident Data

**Employment Basics:**

- Pay Periods and Hourly Rates
- Commissions, Royalties, and Piecework Pay
- Employee Benefits
- Social Security and Medicare

**Income Taxes:**

- Tax Tables, Worksheets, and Schedules
- Modeling Tax Schedules
- Income Statements
- Forms 1040EZ and 1040A (Schedules A and B)

**Independent Living:**

- Read a Floor Plan
- Mortgage Application Process
- Purchase a Home, Rentals, Condominiums, and Cooperatives

**Planning for Retirement:**

- Retirement Income from Savings
- Social Security Benefits
- Pensions, Life Insurance

**Prepare a Budget:**

- Charting a Budget
- Cash Flow and Budgeting

# Accounting 1

## Grades 10-12

**Units of Credit:** One Year (Elective), meets the Practical Arts requirement for MCPS graduation

**Finance Academy Prerequisite:** -21<sup>st</sup> Century Career Essentials, Foundations of Personal Finance  
-Recommend for all Career Pathways in the Finance Academy

**Non- Academy Prerequisite:** None

**Dual Credit Option:** 4 credit offering with Missoula College, Accounting 101 (ACTG 101); credit earned and designated on college transcript with a passing grade on college course final exam (see syllabus)

### **Course Overview:**

Accounting is the language of business and an integral aspect of all business activities. Mastery of fundamental accounting concepts, skills, and competencies is essential to making informed business decisions. Regardless of students' chosen course of student or career path, accounting prepares them to be educated business professionals and informed consumers.

This course develops knowledge of the basic principles of the accounting cycle. Emphasis is placed on analyzing, recording and interpreting business transactions: financial statements, manual and computerized accounting systems, banking and payroll; understanding basic types of business ownership; and exploring accounting careers. Comprehension is reinforced with use of both manual and automated simulations.

### **Topics:**

#### ***Unit 1: Accounting for a Service Business Organized as a Proprietorship-***

- Starting a Proprietorship
- The Accounting Equation and Transactions That Affect the Accounting Equation
- Analyzing Transactions into Debit and Credit Parts
- Journalizing Transactions
- Posting to a General Journal
- Cash Control Systems
- Worksheet for Service Business
- Financial Statements for a Proprietorship
- Recording Adjusting and Closing Entries for a Service Business

#### ***Unit 2: Accounting for a Merchandising Business Organized as a Corporation-***

- Journalizing Purchases and Cash Payments Using Special Journals
- Journalizing Sales and Cash Receipts Using Special Journals
- Posting to General and Subsidiary Ledgers
- Preparing Payroll Records
- Payroll Accounting, Taxes, and Reports
- Worksheet for a Merchandising Business
- Financial Statements for a Corporation
- Recording Adjusting and Closing Entries for a Corporation

## Quickbooks

### Grades 11-12

**Units of Credit:** One Semester (Elective), meets the Practical Arts requirement for MCPS graduation

**Prerequisite:** Accounting 1

**Course Overview:** This course teaches how to maintain accounting records by creating a company, recording transactions, preparing and analyzing financial reports, compiling charts and graphs, preparing payroll and closing an accounting period. This will be accomplished by using one of the fastest growing accounting packages for small and medium-sized business organizations (sole proprietorship, partnership, and corporation). After completing this course and taking an on-line exam, students should be able to successfully earn an industry certification.

**Topics:**

- Basics of QuickBooks
- Setting up a company
- Sales and receivables - service business
- Payables and purchases - service business
- Banking
- Sales and receivables – merchandising
- Payables and purchases – merchandising
- End of fiscal period procedure
- Payroll

**Expectations for Students:**

Upon completion of this course, students will be able preform the following technical skills:

- Demonstrate awareness of industry standards; observe safety regulations.
- Understand basic accounting principles and internal control systems; analyze transactions.
- Use menu commands and keyboard shortcuts in QuickBooks Pro; access reports; prepare graphs.
- Use QuickBooks to complete a business simulation for a service based and merchandise based business.
- Understand service, inventory and non-inventory part items, including pricing levels.
- Create and print invoices, sales receipts, credit memos, related reports and summaries.
- Pay bills; write checks, and pay taxes; display and print related reports and summaries.
- Record bank charges; reconcile bank statements; close accounting period.
- Manage employee time reports, including paychecks and year end payroll reporting.
- Prepare invoices using sales tax, sales discounts, and customers exceeding credit limits.
- Prepare and print end of period reports; prepare cash flow forecast; interpret financial statements.

**Units of Credit:** One Year (Elective)

**Finance Academy Prerequisite:** Accounting 1

**Non- Academy Prerequisite:** Accounting 1

**Course Overview:**

This course continues the development of the basic accounting concepts to perform advanced accounting procedures. Emphasis is placed on corporate accounting, and departmentalized accounting is used in all applications. Further understanding of basic types of business ownership and exploring additional and expanded accounting careers are an integral component of this course. Financial analysis and reporting experiences are enhanced through participation in state-wide business challenges. This extended comprehension is reinforced with use of both manual and automated simulations. Job shadow experiences should include but not limited to payroll (January), taxes (March/April), and non-profit (after fundraiser).

**Topics:**

***Unit 1: Adjustments and Valuation for a Merchandising Business Organized as a Corporation-***

- Accounting for Uncollectible Accounts
- Accounting for Plant Assets and Depreciation
- Accounting for Inventory
- Accounting for Notes Payable, Interest, Prepaid Expenses, and Accrued Expenses
- Accounting for Notes Receivables, Unearned Revenue, and Accrued Revenue
- End-of-Fiscal-Period Work for Corporation

***Unit 2: Additional Accounting Procedures-***

- Accounting for Partnerships
- Recording International and Internet

***Unit 3: Departmentalized Accounting-***

- Recording Departmental Purchases and Cash Payments
- Recording Departmental Sales and Cash Receipts
- Calculating and Recording Departmental Payroll Data
- Financial Reporting for Departmentalized Business

***Unit 4: Accounting Adjustments and Valuation-***

- A Voucher System
- Inventory Planning and Valuation



**Units of Credit:** One Year (Elective)

**Finance Academy Prerequisite:** Accounting 2

**Non- Academy Prerequisite:** Accounting 2

**Course Overview:**

This course continues the development of the accounting concepts to perform advanced accounting procedures. Emphasis is placed on corporate, managerial, and cost accounting. Departmentalized accounting is reinforced, manufacturing cost accounting is introduced, and accounting systems for both partnerships and not-for-profit businesses are explored. Along with both manual and automated simulations, challenging experiences are provided through group competitions. This capstone experience will gain its foundation through an internship with a local accounting firm or business.

**Topics:**

***Unit 1: Corporation Accounting-***

- Organizing a Corporation and Paying Dividends
- Acquiring Additional Capital for a Corporation
- Financial Analysis and Reporting for a Corporation

***Unit 2: Management Accounting-***

- Budgetary Planning and Control
- Management Decisions Using Cost-Volume Profit Analysis
- Management Decisions Using Present Value Analysis
- Financial Statement Analysis
- Statement of Cash Flow

***Unit 3: Manufacturing Cost Accounting-***

- Cost Accounting for a Manufacturing Business
- Accounting Transactions for a Manufacturing Business
- Financial Reporting for a Manufacturing Business

***Unit 4: Other Accounting Systems-***

- Organizational Structure of a Partnership
- Financial Reporting for a Partnership
- Budgeting and Accounting for a Not-for-Profit Organization
- Financial Reporting for a Not-for-Profit Organization

## **Banking Practices**

### **Grades 11-12**

**Units of Credit:** One Year (Elective), meets the Practical Arts requirement for MCPS graduation

**Finance Academy Prerequisite:** -Foundations of Personal Finance  
-Recommend 21<sup>st</sup> Century Career Essentials, Accounting 1, and  
Introduction to Economics

**Non- Academy Prerequisite:** none

#### **Course Overview:**

This course is an introduction to the business of banking and its employment opportunities. Concepts about banking operations, the Federal Reserve, customer services, day-to-day bank activities, and other relevant topics are presented to provide an understanding of how banks function within society. This course will help prepare students to be competent consumers and employees as they learn more specifically how banking activities interface with one's daily life. Comprehension will be extended and reinforced through both job shadow and internship opportunities.

#### **Units of Studies (Topics):**

##### ***Unit 1: Introduction to Banking-***

- Banking Basics:
  - Banking Today (what is a bank, types of banks, technology transformation of banking)
  - Banks and the Economy
- Financial Institutions:
  - Depository Institutions
  - Non-Depository Institutions
- Business of Banking:
  - Income from Loans and Securities
  - Income from Nontraditional Services
  - Banking Expenses

##### ***Unit 2: Money and Regulation-***

- Money:
  - Money Functions, Properties, and Types
  - Money Supply and Interest Rates
- Federal Reserve System:
  - History of the Federal Reserve System
  - Structure of the Federal Reserve System
  - Function of the Federal Reserve System
- Bank Regulations:
  - Banking Regulations
  - Consumer Regulations
  - Deregulation and Compliance

##### ***Unit 3: Customer Service-***

- Savings:
  - Savings Goals and Interest Earned
  - Savings Products—Accounts & Certificates of Deposit
  - Retirement Accounts
  - Opening and Maintaining an Account

- Lending:
  - Loan Characteristics
  - Real Estate Loans
  - Granting Loans (Five C's of Credit, Credit Scores, Commercial, & Application)
  - Profits and Losses (Defaults, Bankruptcy)
- Payments:
  - Negotiable Instruments (What is & Types)
  - Using Checks
  - Other Payment Systems

#### ***Unit 4: Bank Management-***

- Day-to-Day Activities:
  - Organization and Structure
  - Special Departments
  - Human Resources
- Selling the Bank:
  - Marketing and Promotions
  - Building Relationships
- Banking Careers and Workplace Skills:
  - Executive Careers
  - Banking Administration Careers
  - Managerial Careers
  - Operational-Support Careers
  - Employment Skills
- Bank Performance:
  - Analyzing the Numbers
  - Assessing the Bank
- Ethics, Security, Fraud, and Workplace Safety:
  - Importance of Business Ethics
  - Security (Robbery Prevention, Disaster Recovery)
  - What is Fraud & Phishing
  - Worker Safety, OSHA
  - Employment Skills

#### ***Unit 5: History and Future of Banking-***

- Evolution of Banking:
  - Origins of the Banking System
  - Banking in America
  - Banking Since the Federal Reserve
- Financial Crises of the Early 21<sup>st</sup> Century:
  - Roots of the Crises
  - Effects of the Crises
- Bank of the Future:
  - International Banking
  - E-Commerce
  - Trends and Technology

## Advanced Finance

### Grades 11-12

**Units of Credit:** One Semester (Elective), meets the Practical Arts requirement for graduation

**Finance Academy Prerequisites:** -Foundations of Personal Finance  
-Introduction to Economics (strongly recommended)  
-Recommend 21<sup>st</sup> Century Career Essentials, Accounting 1

**Non-Prerequisites:** Foundations of Personal Finance

**Course Description:** Financial planning is the process of determining how and whether an individual can meet life goals through proper management of financial resources. Financial planning services are critical to the individual and collective financial health of Americans. In this course students will discover ways to maximize their earning potential, develop strategies for managing financial resources, and gain insight into the different ways of investing and protecting money and property. The Stock Market Game simulation provides students with practice in problem-solving and decision-makings skills while creating an investment portfolio. Educational and career choices greatly affect one's financial well-being after school; a unit on how to navigate life after high school helps students to prepare for the costs of post-secondary education and how to avoid financial hazards. Technical writing abilities will be enhanced by creating industry thematic documents. The advanced financial knowledge offered in this course will allow students to learn how to shape their own financial lives. This capstone experience will offer an internship with a local investment firm or an independent financial consultant.

#### **Topics:**

##### ***Unit 1: Maximizing Earning Potential-***

- Opportunity Cost
- Rule of 72
- Future Value vs. Present Value
- Compound vs. Simple Interest
- The Concept of Annuity

##### ***Unit 2: Investing for the Future-***

- Basic Investing Concepts—Diversification
- Making Investment Choices—Identify Personal Risk Tolerance
- Understanding Low, Medium, and High-Risk Choices
- Creating an Investment Portfolio
- Investing in Stocks—evaluating, buying, and selling
- Investing in Bonds—evaluating, buying, and selling
- Investing Mutual Funds—evaluating, buying, and selling
- Investing in Annuities-- evaluating, buying, and selling
- Investing in Real Estate and other choices
- Planning and Saving for Retirement
- Retirement Plan Options (IRAs, Banking, Investments, Insurance, Pensions, etc.)

##### ***Unit 3: Life after School-***

- Analyze costs and financing of post-high school education and career training options.
  - Understand the long-term impact of student loans
  - Identify ways to fund education

- Identify reasons for not taking debt
- Demonstrate how to apply for financial aid
- Reality of student loans—government vs private

***Unit 4: Personal Risk Management-***

- Risk Assessment and Strategies
  - Understand Risk
  - Managing Risk
- Principle of Insurance-Protecting Income and Property
  - Insurability
  - Liability
  - Disability
  - Life
  - Health
  - Property and Auto
  - Investing Choice